

# Resource Conservation

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## Goal RC-2: Adopt a sustainable purchasing policy.

### Objectives:

1. Encourage the purchase and use of materials, products and services that are fiscally responsible, reduce resource consumption and waste, promote local business opportunities, and promote human health and well-being.
2. Incorporate life cycle cost assessment tools and methods where appropriate to determine total cost impacts.
3. City departments shall use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new sustainably preferable products, reusable products, recycled content and recycled products.

### Strategies and Actions:

1. The City shall acquire its goods and services in a manner that complies with federal, state, City laws and other requirements (e.g. City resolutions).

*Responsible agencies: All City Departments*

2. The City shall purchase and use materials, products and services that are fiscally responsible, reduce resource consumption and waste, promote local business opportunities, and promote human health and well-being. Life cycle cost assessment tools and methods will be applied where appropriate to determine total cost impacts.

Ecological factors to be considered in selecting products include:

- Pollution reduction;
- Waste generation;
- Greenhouse gas emissions;
- Recycled content;
- Energy consumption;
- Resource conservation; and

Social inclusion factors to be considered include:

- Local economic development;
- Human health and safety; and

Fiscal factors to be considered include but are not limited to:

- Life cycle cost;
- Buying power leveraging;
- Impact on staff time and labor; and
- Environmental and technological advances in changing market.

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*Responsible agencies: All City Departments, Sustainability Program and Purchasing Section*

3. Use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new sustainably preferable products, reusable products, recycled content and recycled products.

*Responsible agencies: All City Departments*

4. Seek opportunities to encourage and influence markets for sustainably preferable products through employee education; supporting pilot testing of potential new products; adopting innovative product standards, specifications, and contracts; leveraging citywide buying expertise and buying-power; and embarking on cooperative ventures with other jurisdictions.

*Responsible agencies: Sustainability Program and Purchasing Section*

5. Use a national network of procurement best practices, as an effective resource for identifying and incorporating life cycle cost assessment tools and methods.

*Responsible agencies: Sustainability Program and Purchasing Section*

6. Adopt standards that specify minimum recycled content, recyclability, reusability, or other aspects of environmental preferability, consistent with the U.S. Environmental Protection Agency (US EPA). The City, an ENERGY STAR Partner, will adopt standards consistent with the ENERGY STAR Program. In addition, the City may adopt standards for products that have not been addressed.

*Responsible agencies: All City Departments*

7. Encourage pilot testing for environmentally preferable and sustainable products. Consult with the appropriate departments regarding technical and performance specifications of products.

*Responsible agencies: Sustainability Program and Purchasing Section*

8. Utilize the following policy standards:

- US EPA - Environmentally Preferable Purchasing
- ENERGY STAR Partner program
- City of Flagstaff Sustainability Plan Policies

*Responsible agencies: Sustainability Program and Purchasing Section*

9. Revise existing procurement policies and specifications to facilitate use of sustainably preferable products.

*Responsible agencies: Sustainability Program and Purchasing Section*

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10. Consider sustainability factors in evaluating responsiveness of prospective bidders in its procurement of goods and services.

*Responsible agencies: Sustainability Program and Purchasing Section*

11. Encourage vendors, contractors, and consultants use recycled content paper of at least fifty percent (50%) post-consumer waste on all documents submitted to the City and to use other environmentally preferable/sustainable products, as appropriate.

*Responsible agencies: All City Departments and Department Heads*

12. Develop tools for disseminating information to City staff about reusable, recycled content, recyclable and otherwise environmentally preferable/sustainable products. Educate departments about vendors and City contracts for such products and services.

*Responsible agencies: Sustainability Program, Sustainability Leadership Team and Purchasing Section*

13. Encourage departmental use, where feasible, of sustainable products through training, information dissemination, development of internal procedures, and other means; and efforts established to implement this policy.

*Responsible agencies: Sustainability Program, Sustainability Leadership Team and Purchasing Section*

14. Collect data for performance tracking and evaluation of the City's sustainable purchasing policy; and compile records for the purposes of producing an annual summary of the City's sustainable purchasing, and for evaluating the effectiveness of these actions in reducing the negative impacts of City procurement.

*Responsible agencies: All City Departments, Sustainability Program and Purchasing Section*

15. Identify opportunities to cooperate with other jurisdictions to enhance markets for sustainable products and to obtain favorable prices.

*Responsible agencies: Sustainability Program and Purchasing Section*

16. Review objectives, strategies and actions, metrics and targets as needed.

*Responsible agencies: Sustainability Program and Sustainability Leadership Team*

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## Measurement of Progress:

Immediate-term goal – to occur within the current fiscal year

Short-term goal – to occur within two years

Mid-term goal – to occur within three to five years

Long-term goal – to occur within five to seven years

Metric	Target	Immediate-term	Short-term	Mid-Term	Long-term
Incorporation of sustainability principles into procurement process.	Adopt sustainability principles into RFP process.	All City RFPs to include sustainability principles.	Evaluate sustainable purchasing policy.		
Incorporation of sustainability principles into purchasing process.	Promote sustainable purchasing.	Create sustainable purchasing manual for Purchasing staff. Create sustainable purchasing guide for all City employees.	Update sustainable purchasing manual as needed. Update sustainable purchasing manual as needed.		
Work with suppliers to increase familiarity with policy.	Increase supplier knowledge and ability to respond to requirements of sustainable purchasing practices.	Provide suppliers with sustainable purchasing policy information.	Conduct supplier educational workshops.		
Educate City staff on importance of sustainable purchasing and the responsible use of City resources.	Raise awareness among City staff.	Conduct employee sustainable purchasing trainings.	Develop sustainable purchasing guide for Purchasing staff. Develop sustainable purchasing catalog for City employees.	Evaluate sustainable purchasing guide effectiveness.	

## Definitions:

Sustainably Preferable Product	A product that has a reduced negative effect or increased positive effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, fabrication, manufacturing, packaging, distribution, reuse, operation, maintenance, and disposal of the product. This term includes, but is not limited to, recyclable products, recycled products, and reusable products.
Life Cycle Cost Assessment (LCCA)	The comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.
Recyclable Product	A product or package made from a material for which curbside or drop-off collection systems are in place for a majority of City residents or businesses; to divert from City solid waste for use as a raw material in the manufacture of another product or the reuse of the same product.
Recycled Content	A product containing a minimum of thirty-five percent (35%) recycled materials except in

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Product	those cases where the US EPA has adopted procurement guidelines under the Resource Conservation Recovery Act of 1976. In those cases, the minimum content of recycled material shall not be less than specified in the most current adopted issue of those guidelines.
Reusable Product	A product that can be used several times for an intended end use before being discarded, such as a washable food or beverage container or a refillable ballpoint pen.
Sustainable Product	A product that achieves performance objectives while respecting the City's values and balancing environmental stewardship, fiscal responsibility, social equity, and community enhancement.
Sustainable Purchasing	Purchasing materials, products, and labor in a manner that reflects fiscal responsibility, social equity, environmental stewardship and community enhancement.

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## References:

- US EPA Environmentally Preferable Purchasing website – <http://www.epa.gov/epp/>
- Responsible Purchasing Network – <http://www.responsiblepurchasing.org/index.php>
- ENERGY STAR - <http://www.energystar.gov>
- State of California Environmental Preferable Purchasing Best Practices Manual <http://www.green.ca.gov/EPP/default.htm>.